



Participation in the field test provides students an opportunity to experience the testing environment and tools while responding to five multiple choice questions and a writing prompt that are based on one reading passage.

The [Passage-based Writing Field Test Administration Guide](#) is available on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under the **Current Assessment Administration** section, and provides all of the information necessary to administer the assessment, including:

- test administration policies and procedures
- testing tasks to be done Before, During, and After testing
- test administration directions
- and more!

For information about pre-identifying students for testing, see the **Pre-Identification for Winter 2020 M-STEP Online Passage-Based Writing Field Test Grades 3-8** article in the [November 14, 2019 issue of the Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

## 2020 MME/PSAT and Grade 8 Assessment Training Presentations

The Office of Educational Assessment and Accountability (OEAA) will be releasing a series of pre-recorded presentations on **December 19, 2019**, covering topics related to the **Spring 2020 MME and High School Assessments** and **Spring 2020 Grade 8 Assessments** administrations. All presentations and their related PowerPoint Presentations are posted to the following web pages in the **What's New** section:

- [MME](http://www.michigan.gov/mme) (<http://www.michigan.gov/mme>)
- [PSAT](http://www.michigan.gov/psat) (<http://www.michigan.gov/psat>)
- [M-STEP](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep))

## 2019 MME and High School Assessment Presentation Topics

- MME and High School Assessment Overview
- The College Board Assessments
  - » SAT with Essay
  - » PSAT 8/9 for Grade 9
  - » PSAT 10 for Grade 10
- ACT WorkKeys
- Grade 11 M-STEP
- OEAA Secure Site Test Administration Tasks
- Supports and Accommodations

## 2019 Grade 8 Assessments Presentation Topics

- Grade 8 Assessments Overview
- PSAT 8/9 for Grade 8
- Grade 8 M-STEP
- OEAA Secure Site Test Administration Tasks
- Supports and Accommodations

## WIDA Alternate ACCESS Overview Recorded Webinar

If you were unable to join the WIDA Alternate ACCESS for ELLs Overview webinar on December 18, 2019, WIDA has posted the recording. It can be viewed at your convenience by logging into your WIDA Secure Portal account. Once logged in, go to the **Download Library**, then **State/District Webinars**, and then select **Alternate ACCESS Overview Webinar, December 2019 – Video**. A PDF of the participant packet is also available and titled **Alternate ACCESS Overview Packet, December 2019 – PDF**.

If you do not have a WIDA Secure Portal account, contact your District's English Learner Assessment Coordinator. They will be able to create an account for you. If your district does not have an English Learner Assessment Coordinator,

*(Continued on next page)*

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

someone must be assigned to take on this role in your district. If you need additional help in navigating the WIDA Secure Portal website, contact WIDA Client Services at 1-866-276-7735, or by sending an e-mail to [help@wida.us](mailto:help@wida.us).

## WIDA Pre-ID and Initial Material Orders

Districts and schools should be working on their Pre-ID Student report on the OEAA Secure Site for the Spring 2020 WIDA ACCESS for ELLs and the WIDA Alternate ACCESS for ELLs. The paper/pencil materials and printed barcode labels scheduled to arrive in districts on **January 29, 2020** are based on the students who are pre-identified by **5 p.m., December 27, 2019**. It is important to read the lead article in the [December 5, 2019 Spotlight](#) to ensure that you have accurate counts, know how to pre-ID for WIDA Alternate ACCESS for ELLs, and other important information.

## Pre-Identification for SAT, PSAT, WorkKeys, M-STEP, and MI-Access (Grades 3-12)

The Office of Educational Assessment and Accountability (OEAA) will pre-identify public school students (grades 3-11 and required grade 12) in the OEAA Secure Site using the Fall 2019 MSDS General Collection and Student Record Maintenance (SRM) files submitted through **January 3, 2020**. SRMs are not required, but will be used if they have been submitted. The Pre-ID Student Report will be available at **8 a.m. on January 8, 2020**.

The following students will be pre-identified:

- All students in grades 3-8, 11, and required grade 12 will be pre-identified for **M-STEP**.
  - » Students will be pre-identified as online testers unless they are enrolled in a school with an approved online waiver. Students in approved paper/pencil schools will be pre-identified for paper/pencil testing.
- All students in grades 8, 9, and 10 in established PSAT schools will be pre-identified for **PSAT 8, PSAT 9, or PSAT 10** test cycles.
  - » Individual students in online schools who require a paper/pencil test may be reassigned for paper/pencil testing. Refer to the document [Changing the Mode \(online, Paper/Pencil\) of Testing for Students](#) under the **Pre-Identification of Students** section on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)).
  - » Since participation in the **MI-Access** assessments is based on a student's Individualized Education Program (IEP), schools will be expected to move students from the M-STEP to MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P) assessment, as appropriate. Refer to the section **Pre-Identification for MI-Access** on [page 4](#) for more information.
- All students in grades 8, 9, and 10 in established PSAT schools will be pre-identified for **PSAT 8, PSAT 9, or PSAT 10** test cycles.
  - » When the PSAT 8/9 and PSAT 10 is not appropriate for a student, based on the student's IEP, the student should be unassigned from the assessment by February 12, 2020 to prevent additional materials from being sent.
  - » There is no alternate assessment to the PSAT 8/9 for grade 9 or PSAT 10. Students in grades 9 and 10 whose IEP indicates the PSAT is not appropriate, will be exempt from testing and should be unassigned in the Secure Site. **Grade 8 students should take the PSAT 8/9 or one of the MI-Access assessments for ELA and mathematics, based on their IEP.**
  - » The PSAT 8/9 is one test that is administered to both grades 8 and 9. However, in the OEAA Secure Site the test cycle is split into two, PSAT 8 and PSAT 9.
- All students in grade 11 and required grade 12 students in established SAT and ACT schools will be pre-identified for **SAT and WorkKeys**.

*(Continued on next page)*

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

- » See the [Who Must/Can Take the MME?](#), which can be found on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)), for guidelines on MI-Access students' ability to take the SAT and WorkKeys.
- » Schools should unassign students who will be taking a MI-Access assessment from the SAT test cycle by **February 12, 2020**. This is also true if a student chooses not to take the ACT WorkKeys along with MI-Access. This will prevent additional materials being sent to the school.

This is a **one-time pull from MSDS for pre-identification purposes** for students taking the SAT, PSAT, WorkKeys, and M-STEP. Starting **January 8, 2020**, it is the responsibility of the district and/or school to update the Pre-ID Student Report, by unassigning students who will not be testing and adding new students who will be testing directly on the OEAA Secure Site.

All initial standard materials for SAT, PSAT, WorkKeys, M-STEP, and MI-Access, as well as barcode labels printed by the contractors, will be based on students who are pre-identified on the OEAA Secure Site by **February 12, 2020 at 5 p.m.**

To ensure schools get the appropriate number of assessment materials, it is **important** to make sure your pre-identification is accurate by **5 p.m. on February 12, 2020**.

Options and instructions for pre-identification of students can be found on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Pre-Identification of Students** section.

## Michigan Merit Exam (MME) and PSAT 8/9 for Grade 8 – Important Information

When pre-identifying new students to the Michigan Merit Exam (MME), students must be pre-identified to each assessment (SAT, WorkKeys, and M-STEP science and social studies) separately. Grade 8 students must be pre-identified to the PSAT 8 and M-STEP for social studies and science.

Once a student is pre-identified to one of the assessments, the Mass Update Assessments page can be used to easily copy them over to the other assessment(s). OEAA will pre-identify students to the required assessments, so this only applies to students pre-identified after January 8 by the school or district. Instructions specific to this task for either MME or grade 8, [Copy Students from One MME Component to other MME Components for Pre-Identification](#), can be found on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under **Mass Update Assessments** in the **Pre-Identification** section.

## Unassigning Students from Assessments

**Important Note:** Students who are unassigned from a test cycle on the OEAA Secure Site are NOT removed from accountability calculations, only from testing. To ensure a student who has left the district/school is removed from accountability calculations, the student must be exited in MSDS in the Spring MSDS General Collections or in an SRM collection.

## Pre-Identification for MI-Access

MI-Access is Michigan's alternate assessment, and is designed for students who have, or function as if they have, significant cognitive impairments, and whose IEP team has determined that general assessments, even with accommodations, are not appropriate.

Since the Office of Educational Assessment and Accountability (OEAA) cannot determine which students will test using the MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P), all students will be pre-identified to M-STEP by the OEAA during the pre-identification from MSDS. Starting **January 8, 2020**, district and/or schools can begin moving students from M-STEP to the appropriate MI-Access assessment and pre-identifying any additional MI-Access students in the OEAA Secure Site. To ensure students are not inadvertently tested in both MI-Access and M-STEP, students must be unassigned from M-STEP. If a student is taking a mix of MI-Access and M-STEP, you can unassign

*(Continued on next page)*

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

contents from an assessment record. This can be done for a group of students at the same time using the Mass Update Assessments function on the OEAA Secure Site. Instructions to [Copy Students from M-STEP Assessment to MI-Access Assessments for Pre-Identification](#) can be found on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under **Mass Update Assessments** in the **Pre-Identification** section.

## Online Sessions

Students taking the M-STEP and MI-Access Functional Independence (FI) online may be put into Online Sessions starting **January 8, 2020**. This can be done in the OEAA Secure Site through **February 24, 2020**. Students pre-identified on the OEAA Secure Site after February 24, 2020 can only be put into online sessions in the [DRC INSIGHT Portal](#) (formerly known as eDIRECT). Instructions for [Creating Online Sessions](#) in the OEAA Secure Site can be found on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) page under the **Pre-Identification of Students** section.

## Initial Material Orders for Spring 2020

Even though standard materials are ordered based on the pre-identification of students to assessments, it is still important to access the **Initial Material Order** page on the OEAA Secure Site.

1. Verify on the Initial Material Order screen that both the shipping address and the coordinator's name are correct.
2. Verify or enter the number of materials needed for administering the assessment, including accommodated materials.
3. If needed, select an alternate shipping date for M-STEP and MI-Access paper/pencil materials.

When verifying, if the address and/or coordinator name on the Initial Material Order page is incorrect, it must be corrected in the [Educational Entity Master \(EEM\)](#) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) by the authorized district EEM user by **February 12, 2020 at 5 p.m.** It is important to know that the address materials are shipped to is the address of the assessment coordinator in the EEM, not to the building address. Don't know who your authorized district EEM user is? You can use the **District and School Contact** page on the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) to locate the name and contact information.

Instructions for Initial Material Orders can be found on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Material Ordering** section.

## SAT, PSAT 8/9, and PSAT 10

Initial material orders for SAT, PSAT 8/9, and PSAT 10 Standard Test Booklets will be based on the number of students pre-identified on the OEAA Secure Site **by 5 p.m. on February 12, 2020**. Accommodated materials will be sent based on the approved accommodations request submitted through the College Board. The projected number of materials that will be sent based on the pre-identification can be viewed on the **Initial Material Orders** page of the OEAA Secure Site. The Standard Test Booklets can only be adjusted by pre-identifying additional students and unassigning students from the testing.

## ACT WorkKeys

Initial material orders for Standard Time, Regular Print WorkKey materials will be based on the number of students pre-identified on the OEAA Secure Site **by 5 p.m. on February 12, 2020**. Accommodated materials and Spanish test booklets, if needed, must be ordered through the OEAA Secure Site on the **Initial Material Orders** page **by 5 p.m. on February 12, 2020**. The projected number of Standard Time, Regular Print materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted

*(Continued on next page)*

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

by pre-identifying additional students and unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets.

## M-STEP

Initial material orders for standard test booklets for M-STEP will be based on the number of students pre-identified as paper/pencil testers on the OEAA Secure Site **by 5 p.m. on February 12, 2020**. Accommodated materials, if needed, must be ordered through the OEAA Secure Site on the **Initial Material Orders** page **by 5 p.m. on February 12, 2020**.

Schools testing online will receive the M-STEP Online Test Administrator's Directions and Manual, and graph paper (for grades 6 and 7) based on the number of students pre-identified. Schools will not be able to see this order on the Initial Material Order screen and do not need to place an order for these items.

## MI-Access Functional Independence (FI)

Initial material orders of standard test materials for MI-Access FI will be based on the number of students pre-identified for paper/pencil on the OEAA Secure Site **by 5 p.m. on February 12, 2020**. This includes ELA: Expressing Ideas (available in paper/pencil only) for all students who are pre-identified for testing. FI Accommodated materials, if needed, must be ordered through the OEAA Secure Site on the **Initial Material Orders** page **by 5 p.m. on February 12, 2020**.

**Important Note:** If you enter an order for accommodated materials for M-STEP and/or MI-Access FI and save it, the number of Standard Test Booklets for paper/pencil testing will also save and will **not** continue to update based on the Pre-ID. You can manually adjust the number of standard test booklets for MI-Access FI directly on the initial material order page, if needed, up through **5 p.m. on February 12, 2020**.

## MI-Access Supported Independence (SI) and Participation (P)

Since the MI-Access SI and P will be administered one-on-

one to students and their responses will be entered into the Online Answer Document by the school, separate materials are not needed for each student. On the **Initial Material Order** page, schools will need to enter the number of assessment administrators who will be administering the SI and P assessments **by 5 p.m. on February 12, 2020**. Don't forget to include **both** the primary and shadow assessment administrators in the total count.



## K-12 Social Studies Teachers: MDE NEEDS YOU!

Become part of a team that contributes to the development of the social studies M-STEP. This is a fantastic opportunity for educators to learn more about the state's assessment system, to become more familiar with the revised social studies standards, to collaborate with other educators, and to earn a little extra money or SCECHs for their expertise, time, and contributions.

The Michigan Department of Education (MDE) relies on teachers from all social studies content areas, grades K-12, from across the state to help develop, write, and review items for our state assessments.

The MDE application process allows teachers to apply online to work with the following committees:

- **Item Writing** – Teachers develop the items for Michigan's social studies M-STEP assessments. The process begins with an overview of the new standards and a closer look at some of the more significant changes. Teachers learn how to design items that assess student understanding of these learning expectations and develop stand-alone items as well as items that will be part of a "context" or stimulus-based question set.
- **Content Advisory Committees** – Teachers not involved in the item writing process are needed to provide content-related feedback and recommendations on items, both before and after they

*(Continued on next page)*

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

have been field tested.

- **Bias and Sensitivity Committees** – Teachers not involved in the item writing process are needed to provide bias- and sensitivity-related feedback and recommendations on items, both before and after they have been field tested.

We begin new test development work this February, so apply soon! Please complete the [online application](https://www.cvent.com/d/pgq6sr) (<https://www.cvent.com/d/pgq6sr>).

## 2020 Michigan School Testing Conference

The 2020 Michigan School Testing Conference (MSTC) will be held **February 11–13, 2020** at the Sheraton Ann Arbor Hotel in Ann Arbor, Michigan. This year's conference will be the 60th annual event.

The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. The conference is unique in its match

to the needs of Michigan educators, featuring examples of outstanding practices from local educators, as well as state and nationally renowned experts in the field.

The annual Michigan School Testing Conference consists of a day for workshops and two days of plenary and clinic sessions.

On **Tuesday, February 11, 2019**, from **8:30 to 11:45 a.m.** and **12:45 to 4:00 p.m.**, six half-day and two full-day workshops will be offered, including a full-day workshop for new assessment coordinators. Registration begins at 7:30 a.m. Continental breakfast and a light lunch will be offered for all conference workshop attendees.

The conference takes place **Wednesday, February 12** through **Thursday, February 13, 2019**. Registration includes continental breakfast and lunch on both days.

Keynote presenters on Wednesday, February 12 include Tom Guskey (University of Louisville) and Andy Middlestead (MDE). Jim Pellegrino (University of Illinois-Chicago) and a panel of current and retired educators who will celebrate the 60th anniversary of the conference are the keynote presenters on Thursday, February 13.

For conference program information and registration, go to the [MSTC online registration site](http://www.gomasa.org/MSTC2020) ([www.gomasa.org/MSTC2020](http://www.gomasa.org/MSTC2020)).

**Please Note:** If you are planning to stay at the Sheraton Ann Arbor Hotel, the deadline for reservations at the room block hotel rate is January 10, 2020.

## College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™ 10 provided by the College Board

### Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

### Updated Date

The window to apply for 50% extended time for English Learners may open as early as December 20, 2019. You can start entering requests as soon as it becomes available in SSD Online. For guidance on providing EL supports, go to the [2020 Supports and Accommodations Guidance Document](#), available on

the [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT](http://www.michigan.gov/psat) (www.michigan.gov/psat) web pages in the **Student Supports and Accommodations** section. The state-allowed accommodations window is still expected to open on **January 14, 2020**.

### Establishment

Check the **Test Center Participation** page in the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) (www.michigan.gov/oeaa-secure) to confirm that your school is established to participate in the appropriate assessments for Spring 2020. Contact the Michigan Educator Support hotline as soon as possible if the assessments are incorrect, so that you can be ready for the opening of the Pre-ID window in January.

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues





Information on ACT® WorkKeys® provided by the ACT.

## Receiving Communications for the Spring 2020 WorkKeys Administration

ACT provides important communications, including deadline reminders and policy information, to the WorkKeys Test Coordinators and District Assessment Coordinators.

If you are a school WorkKeys Test Coordinator or District Assessment Coordinator and have not received ACT's emails, refer to the [September 5, 2019 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for information on updating [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem).

## What's New with ACT WorkKeys in 2020

ACT continually makes enhancements to systems, services, and products to better serve our customers. The following changes have been made since the last test cycle.

- Two new gender options have been added to the answer documents: "Another Gender" and "Prefer Not to Respond."
- Approval of off-site testing is required by the OEAA. Submit your requests using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) **February 10 – May 5, 20, 2020**.
- The number of proctors needed for the administration has decreased (refer to the following table).

Standard Time Students	Accommodations Students	Minimum Staff Required
1-30	1-20	Room Supervisor
31-60	21-40	Room Supervisor plus 1 Proctor
61-100	41-60	Room Supervisor plus 2 Proctors

The [ACT-hosted Michigan WorkKeys state testing website](http://www.act.org/stateanddistrict/michigan) (http://www.act.org/stateanddistrict/michigan) has been refreshed. Select the **WorkKeys on Paper** link to display Important Dates, Quick Links, and the multiple ways to contact ACT and OEAA, as well as the seven stages of the WorkKeys administration and their applicable resources. Select the title of each stage to quickly access it or simply scroll down the page.

- **Orientation** stage helps you become familiar with the testing program
- **Configuration** stage provides access to systems like PearsonAccess<sup>next</sup>
- **Verification** stage helps you ensure nothing was missed
- **Preparation** stage prepares you for testing and includes links to Facility Requirements, Training Testing Staff, Sample Questions, and Receipt/Check in of materials.
- **Administration** stage helps you conduct a successful test administration and links to documentation including Test Administration Forms, Administration Manuals, and Calculator Policy.
- **Transportation** stage helps you return your test materials, with links to specific portions of the applicable manuals.
- **Interpretation** stage helps you understand and interpret the score reports.

Many ACT administration materials can be accessed online using our new interactive publishing system. You can search for keywords, filter content, and provide feedback to ACT. The home page contains a short video providing navigation tips.

*(Continued on next page)*

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

For all upcoming events and deadlines, be sure to reference the following documents:

- [ACT WorkKeys Schedule of Events](#) – posted on the [ACT state testing website](#) ([www.act.org/districtandstate/michigan.html](http://www.act.org/districtandstate/michigan.html)) on the **WorkKeys on Paper** page.
- [MME List of Important Dates - Spring 2020](#) – found on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **General Information**.

## Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](#) ([www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html))
2. call ACT at 800-553-6244, 9:30 AM – 6:00 PM ET
  - standard time: ext. 2800
  - accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## Important Dates

### Approaching Deadlines!

**Friday, December 20, 2019**

**DEADLINE** for Off-Site Testing Requests for **SAT with Essay, PSAT 10, and PSAT 8/9** (refer to the [November 7 Spotlight](#) for details)

### December 2019

#### Early Literacy and Mathematics

**Now – January 30, 2020**

- Pre-identification for **Early Literacy and Mathematics Benchmark Assessment** for grades K-2

#### Early Literacy and Mathematics and Passage-Based Writing Field Test

**Now – January 31, 2020**

- Create and Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in the DRC INSIGHT Portal for **M-STEP Passage-based Writing Field Test** for grades 3-8 and **Early Literacy and Mathematics Benchmark Winter 2020**

#### M-STEP

**Now – January 30, 2020**

- Pre-identification for **M-STEP Passage-Based Writing Field Test** for grades 3-8

#### SAT and PSAT

**Now – February 24, 2020**

Window to request College Board-approved accommodations in SSD Online for **SAT with Essay, PSAT 10, and PSAT 8/9**.

#### WIDA

**Now – December 27, 2019**

- **WIDA** Initial Material Order Window

**Now – March 19, 2020**

- Pre-Identification for **WIDA**

**Now – January 24, 2020**

- **WIDA** Test Exceptions & False EL Window

### January 2019

#### Early Literacy and Mathematics

**January 6 – January 31, 2020**

- **Early Literacy and Mathematics Benchmark Assessment** for grades K-2 testing window

#### M-STEP

**January 6 – January 31, 2020**

- **M-STEP** testing window for the online Passage-based Writing Field Test

#### M-STEP, WorkKeys, SAT, PSAT, and MI-Access

**January 8 – February 12, 2020:**

- Pre-ID for barcode labels and Initial Materials Order window

#### WIDA

**January 29, 2020**

- **WIDA** Materials arrive in districts and Additional Material Order Window Opens

*(Continued on next page)*

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## February 2019

### WIDA

**February 3 – March 20, 2020**

- **WIDA** Test Administration window

### SAT and PSAT

**February 24, 2020**

- Deadline for requests to enter, change, or remove accommodations for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9**.

## Contacts

For assistance with assessment or accountability issues:

### Assessment and Accountability Call Center

877-560-8378 (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), DRC INSIGHT Portal, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and Workskills assessments <ol style="list-style-type: none"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT®, PSAT™ 8/9, and PSAT™ 10 – College Board</li> <li>3. WorkKeys® – ACT®</li> </ol>
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

### Email

For assessment questions:

[mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov)

**For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:**

(for questions not covered in options 3 and 5 in the table above)

### WIDA Client Services

866-276-7735

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues